



August 13, 2014

Item No. 11

AUTHORIZATION TO ENTER INTO A COOPERATIVE PURCHASING ARRANGEMENT WITH THE CITY OF CHICAGO TO UTILIZE ITS CONTRACT BETWEEN THE CITY OF CHICAGO AND SYSTEM DEVELOPMENT INTEGRATION FOR THE SUPPLY AND IMPLEMENTATION OF THE SUMTOTAL TIME AND ATTENDANCE SOLUTION IN THE AMOUNT NOT-TO-EXCEED \$461,230 FOR A BASE TERM OF UP TO THREE (3) YEARS WITH TWO (2) ONE (1) YEAR OPTIONS

To the Honorable Board of Commissioners:

RECOMMENDATION

It is recommended that the Board of Commissioners authorize the Chief Executive Officer or his designee to enter into a cooperative purchasing arrangement with the City of Chicago ("COC") to utilize its contract between the City of Chicago and System Development Integration ("SDI") for the supply and implementation of the SumTotal Time and Attendance solution in the amount not-to-exceed \$461,230 for a base term of up to three (3) years with two (2) one (1) year options.

The Chief Financial and Administrative Officer, the Office of the General Counsel and the Office of Procurement have completed all necessary due diligence to support the submission of this initiative and recommend the approval of this item accordingly.

CORPORATE GOAL

Streamline operations to make CHA more customer-focused and efficient.

CHA currently utilizes Lawson Human Resources / Payroll system where employee time is individually entered. Time is entered by employees and approved by managers via electronic workflow. If data entry errors are made, paper based forms are prepared and submitted for manual corrections. Implementing a state-of-the-art time and attendance system will provide CHA with real-time employee time tracking and monitoring capabilities, as well as reduce the manual data entry required to process payroll bi-weekly.

FUNDING

General Fund, Fiscal Year 2014/2015

CONTRACT SUMMARY

Specification No.:	City of Chicago Specification # 66287
Vendor:	System Development Integration
Contract Type:	Cooperative Purchasing
Contract Term (Base and Options):	Three (3) years with two (2) one (1) year options
Contract Amount:	\$461,230 (NTE): Base Term \$443,768; Option(s) \$17,462 Total - (\$8,731/Year)

GENERAL BACKGROUND /EXPLANATION

COC entered into the SDI contract on or about December 1, 2010, with the base term set to extend through November 30, 2013. The COC exercised the first option year on or about December 1, 2013, leaving one additional option year remaining under the SDI Agreement. The SDI Agreement contained a sister agency participation clause, reserving the right for various COC sister agencies, including the CHA, to participate under the Agreement's terms and conditions. After CHA evaluation of the SDI system and a request to utilize the SDI Agreement with a scope tailored to the CHA, the vendor confirmed its agreement to provide CHA with the same favorable pricing, terms and conditions as the COC receives under the SDI Agreement and to implement the SumTotal solution for the CHA.

Use of an automated time and attendance system is consistent with the City's and sister agencies' workforce management practices. The solution ensures CHA will have greater accountability in managing its limited human capital resources. With 466 current employees, and 522 budgeted, CHA's annual payroll expense is \$30 million dollars.

CHA's Strategic Management and Partnership participated in a roundtable on employee work scheduling, timekeeping, and reporting practices at the City of Chicago and its sister agencies. In that roundtable it was determined that CHA could take advantage of the additional reporting capabilities that is available in time and attendance systems at other governmental agencies. CHA staff from ITS and HR subsequently examined time and attendance systems in use in governmental agencies across the Chicago area including City of Chicago, Cook County and City Colleges.

Representatives of the City of Chicago Department of Innovation and Technology ("DoIT") presented a detailed presentation of the SumTotal solution, including a demonstration of their time clocks. DoIT demonstrated the extensive reporting capabilities of the system and its ease of use. Members of City Colleges demonstrated the Workforce system in use across those organizations.

The City of Chicago is implementing SumTotal's Time and Attendance solution for their entire workforce of 31,000 employees. SumTotal (formerly Cybershift) is the largest independent provider of integrated HR solutions and will be providing the software and hardware. SumTotal offers a complete portfolio which includes talent, learning, workforce, payroll, expenses and analytics. They have 30 years of HR experience with 45 million users and 3,500 customers.

The CEO/President recommends the approval to enter into a cooperative purchasing arrangement with the City of Chicago to utilize its contract between the City of Chicago and System Development Integration for the supply and implementation of the SumTotal Time and Attendance solution in the amount not-to-exceed \$461,230 for a base term of up to three (3) years with two (2) one (1) year options.

RESOLUTION NO. 2014-CHA-88

WHEREAS, the Board of Commissioners has reviewed the Board Letter August 13, 2014 entitled **"AUTHORIZATION TO ENTER INTO A COOPERATIVE PURCHASING ARRANGEMENT WITH THE CITY OF CHICAGO TO UTILIZE ITS CONTRACT BETWEEN THE CITY OF CHICAGO AND SYSTEM DEVELOPMENT INTEGRATION FOR THE SUPPLY AND IMPLEMENTATION OF THE SUMTOTAL TIME AND ATTENDANCE SOLUTION IN THE AMOUNT NOT-TO-EXCEED \$461,230 FOR A BASE TERM OF UP TO THREE (3) YEARS WITH TWO (2) ONE (1) YEAR OPTIONS"**.

THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY

THAT the Board of Commissioners authorizes the Chief Executive Officer or his designee to enter into a cooperative purchasing arrangement with the City of Chicago to utilize the contract between the City of Chicago and System Development Integration for the supply and implementation of the SumTotal Time and Attendance solution for the Chicago Housing Authority in the amount not-to-exceed \$461,230 for a base term of up to three (3) years with two (2) one (1) year options.

